

# Department of Rehabilitation and Correction

## Certificate of Qualification for Employment (CQE)

Suzanne Brooks- Assistant to the Managing  
Director of Court and Community

# Senate Bill 337: CQE (DRC's Responsibility)

Review Petitions submitted through DRC for “completeness”

Collect statewide data & create statewide database

Provide annual reports regarding the CQE in conjunction with OJC

Maintain the CQE website ([www.drccqe.com](http://www.drccqe.com))

- Available statewide
- One site for the petitioner, DRC, and Court personnel
- Offers easy data collection

# Senate Bill 337: CQE (Process Overview)

- Petitioner visits [www.drccqe.com](http://www.drccqe.com)
- Login page
  - Eligibility & Instructions
  - CIVICC Link & Email Links
  - Printable Copy of Blank Petition
- Petitioner Registration

# Applying for a CQE at [www.drccqe.com](http://www.drccqe.com)



The screenshot shows a web browser window with the address bar displaying [www.drccqe.com/Login2.aspx?APPTHEME=OHCQE](http://www.drccqe.com/Login2.aspx?APPTHEME=OHCQE). The page features a green header with the title "The Ohio Certificate of Qualification for Employment Online Petition Website" and logos for the State of Ohio and the Department of Rehabilitation and Correction (DRC). Below the header is a green bar with the text "System Login".

On the right side, there is a login box with the title "Login". It contains fields for "Username" and "Password", a green "LOGIN" button, and links for "New User?" and "Forgot Password?".

In the center, a grey box contains the text: "Welcome to the Ohio Certificate of Qualification for Employment (CQE) online website".

Below this, a text box contains the following information:

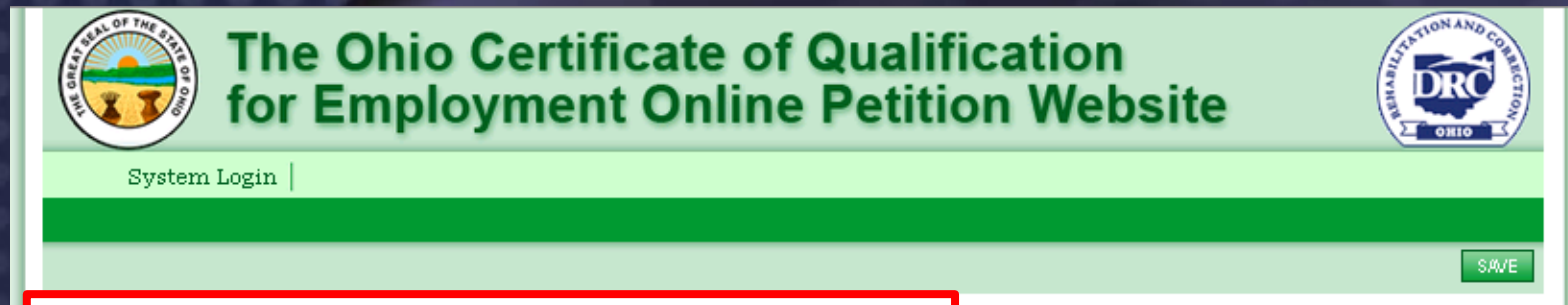
Senate Bill 337 became effective September 29, 2012, and created a "Certificate of Qualification for Employment" in Ohio Revised Code 2953.25. The CQE will allow persons living in the community who have a previous felony or misdemeanor conviction to apply to the court to lift the collateral sanction that bars them from being considered for employment in a particular field. A collateral sanction is a penalty, disability, or disadvantage that is related to employment or occupational licensing as a result of a conviction of or plea of guilty to an offense and that applies by operation of law in this state regardless if the penalty, disability, or disadvantage is included in the sentence or judgment.

This website will permit an individual who is subject to collateral sanction complete an online petition and submit the petition to the Department of Rehabilitation and Correction for review prior to filing the petition with an Ohio County Common Pleas Court.

To complete a CQE petition an individual must list a collateral sanction related to their offense. To find collateral sanctions relating to an offense please visit the Ohio Civil Impacts of Criminal Convictions (CIVICC) Database, [www.opd.ohio.gov/CIVICC](http://www.opd.ohio.gov/CIVICC). This site, created by the Ohio Justice & Policy Center and the Ohio Public Defender, is a free web-based tool to learn more about the collateral consequences (sanctions) of conviction in Ohio.

At the bottom, a grey box contains the text: "Who can complete a CQE Petition?".

# Applying for a CQE at [www.drccqe.com](http://www.drccqe.com)



The Ohio Certificate of Qualification  
for Employment Online Petition Website

System Login |

SAVE

1. The offense that resulted in the collateral sanction is a felony, and it has been more than one year since I have been released from all sanctions, including incarceration in a state or local facility or any term of supervision, imposed for that offense.

- ☐ Yes it has been more than a year
- ☐ No, it has been less than a year
- ☐ My offense was not a felony

2. The offense that resulted in the collateral sanction is a misdemeanor, and it has been more than six months since the I have been released from all sanctions, including incarceration in a state or local facility or any term of supervision, imposed for that offense.

- ☐ Yes it has been more than six months
- ☐ No, it has been less than six months
- ☐ My offense was not a misdemeanor



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## Contact Information

	Prefix	First	Middle	Last	Suffix
Name	<input type="text" value="Mr."/> ▼	<input type="text" value="John"/> *	<input type="text" value="x"/> *	<input type="text" value="Doe"/> *	<input type="text" value=""/> ▼
Last Four SSN#	<input type="text" value="1234"/> *				
Petitioner?	<input type="text" value="Yes"/> ▼ *				
Address	<input type="text" value="1234 Main St."/> *				
City	<input type="text" value="Columbus"/> *	State	<input type="text" value="Ohio"/> ▼ *		
County of Residence	<input type="text" value="Franklin County"/> ▼ *				
Phone #1	<input type="text" value="(614) 867-5309"/> *				
Email	<input type="text" value="johnxdoe@gmail.com"/> *				
Username	<input type="text" value="johnxdoe"/> *				
Password	<input type="text"/> *	Confirm Password	<input type="text"/> *		

# Applying for a CQE at [www.drccqe.com](http://www.drccqe.com)



Welcome John

Petitioner

[Change My Picture](#)

## Instructions:

Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for a CQE Petition
- > Understanding your Tasks

Click **View Current Petition** button below to start a new petition process.

Hello John, please choose an option below.



## My Inbox

You have **0** new messages.

Select the **Open My Inbox** button below to open your system message inbox.

[OPEN MY INBOX](#)



## My Tasks

Export Results to  Sort by:  [GO](#)

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Petition	<a href="#">John Doe - Petitioner</a>	<a href="#">John Doe-FranklinCounty-2013-00127</a>	CQE Petition in Process	4/12/2013	

# Applying for a CQE at [www.drccqe.com](http://www.drccqe.com)

The screenshot displays the 'The Ohio Certificate of Qualification for Employment Online Petition Website'. The header includes the state seal and the Department of Rehabilitation and Correction (DRC) logo. Navigation links include 'My Home', 'My Petitions', 'My Organization(s)', 'My Profile', and 'Logout'.

On the left sidebar, a 'Welcome John Petitioner' message is shown with a 'Change My Picture' link. Below it, a 'Hello John, please choose an option' message is followed by a 'View Available' section. This section states 'You have 1 My Current Petition available' and 'Select the **View Current Petition** button below'. A red box highlights the 'VIEW CURRENT PETITION' button.

The main content area shows 'My Current Petition' with a 'Back' link. Below this, a petition for 'John Doe - Petitioner' is listed, offered by 'OHCQE'. The 'Petition Period' is 'not set' and the 'Petition Due Date' is 'not set'. The 'Description' states: 'This is the Online Certificate of Qualification for Employment. It is a requirement for completing the petition page.' A red box highlights the 'APPLY NOW' button.

Below the 'APPLY NOW' button, an 'Agreement' section is shown. It asks the user to 'Please make a selection below to continue.' and provides a detailed statement of understanding: 'I understand that the court may order any report, investigation, or disclosure of records that the court believes is necessary for the court to reach a decision on my petition for a certificate of qualification for employment. I hereby authorize the Ohio Department of Rehabilitation and Correction to release any records that the court may request, including, but not limited to, records pertaining to education, employment, behavioral programming, vocational training, institutional adjustment/history, medical health, mental health/psychiatric and/or alcohol/drug abuse/treatment. This consent will remain valid until the court issues its decision on the petition.' Below this text, two buttons are provided: 'I AGREE' (highlighted with a red box) and 'I DO NOT AGREE'.



# Applying for a CQE at [www.drccqe.com](http://www.drccqe.com)

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## Petition Menu

Document Information: [John Doe-FranklinCounty-2013-00127](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Petition	<a href="#">John Doe - Petitioner</a>	Petitioner	CQE Petition in Process	N/A - N/A N/A

## [View, Edit and Complete Forms](#)

Select the **View Forms** button below to view, edit, and complete

[VIEW FORMS](#)

## [Change the Status](#)

Select the **View Status Options** button below to submit, cancel

[VIEW STATUS OPTIONS](#)

## [Access Management Tools](#)

Select the **View Management Tools** button below for print opt

[VIEW MANAGEMENT TOOLS](#)

[Back](#)







## Petition Menu - Forms

Please complete all required forms below.

Document Information: [John Doe-FranklinCounty-2013-00127](#)

[Details](#)

### Forms

Status	Page Name	Note	Created By	Last Modified By
<b>Petition</b>				
	<a href="#">Personal and Contact Information</a>			
	<a href="#">Certification Request and Criminal History</a>			
	<a href="#">Certification Rationale</a>			
	<a href="#">Employment History</a>			
	<a href="#">Reference(s)</a>			
	<a href="#">Family Members</a>			

# Applying for a CQE at [www.drccqe.com](http://www.drccqe.com)

**Provide a description of how you intend to use the certificate of qualification of employment if granted.**

1. Do you intend to use the certificate to obtain an occupational license from a state licensing board? \*

☐ Yes ☐ No

If Yes, indicate the type of occupational license and which State of Ohio licensing board:

Occupation

Licensing Board

2. Do you intend to obtain employment and use the certificate as a means to provide potential employers with immunity under division (G) of Section 2953.25 of the Revised Code? \*

☐ Yes ☐ No

## Summary of Criminal History

Please indicate each criminal offense that is a disqualification from employment or licensing in an occupation or profession.

### Offense Number 1

Year of Offense:

\*

Offense:

\*

Felony ☐ \* Misdemeanor ☐ \*

# Applying for a CQE at [www.drccqe.com](http://www.drccqe.com)

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	<a href="#">Family Members</a>			

# Applying for a CQE at [www.drccqe.com](http://www.drccqe.com)

**1. Define the reasons you believe the certificate of qualification for employment should be granted:**

**2. Define why a certificate will materially assist you in obtaining employment or occupation licensing:**

**3. Define why you have a substantial need for a certificate in order to live a law-abiding life:**

**4. Describe why granting the petition would not pose an unreasonable risk to the safety of the public or any individual:**

# CQE standards – SB 337

2953.25(C)(3)- **CQE court must find**  
“by a preponderance of the evidence”:

- “(a) Granting the petition will **materially assist** the individual in obtaining employment or occupational licensing.”
- “(b) The individual has a **substantial need** for the relief requested in order to live a law-abiding life.”
- “(c) Granting the petition would **not pose an unreasonable risk** to the safety of the public or any individual.”



# Applying for a CQE at [www.drccqe.com](http://www.drccqe.com)

 [Back](#)







## Petition Menu - Forms

Please complete all required forms below.

Document Information: [John Doe-FranklinCounty-2013-00127](#)

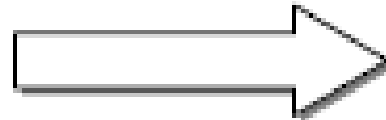
 [Details](#)

### Forms

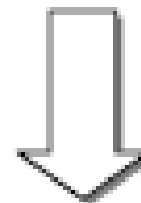
Status	Page Name	Note	Created By	Last Modified By
Petition				
	<a href="#">Personal and Contact Information</a>			
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	<a href="#">Employment History</a>			
	<a href="#">Reference(s)</a>			
	<a href="#">Family Members</a>			

# CQE process – SB 337

Petitioner waits for one year after felony sentence done, six months after misdemeanor sentence done. Seeks CQE.



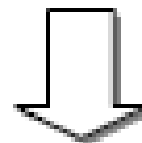
Petitioner fills out online form at ODRC web site <http://drcocqe.com>. No cost.



Petitioner prints out completed petition, goes to Clerk of Courts office with petition and filing fee.

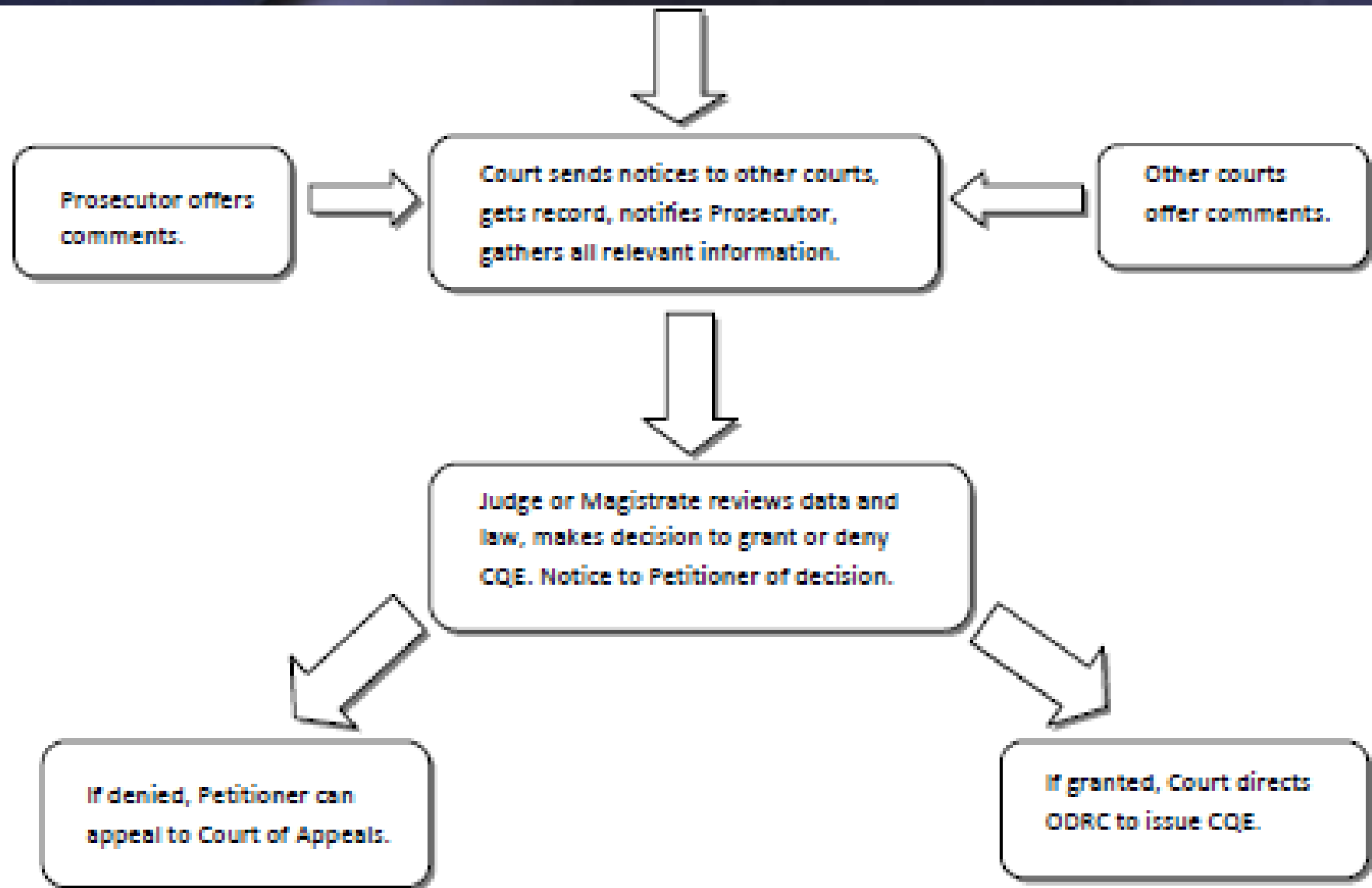


ODRC makes sure form is complete. Notifies Petitioner by e-mail when petition is ready for use.



Clerk collects fee, opens file, assigns judge, protects personal data, notifies Court of pending petition.

# CQE process – SB 337



# Certificate of Qualification for Employment

## Certificate of Qualification for Employment

*It is hereby determined that on this day, **October 9<sup>th</sup>**, 2013 that*

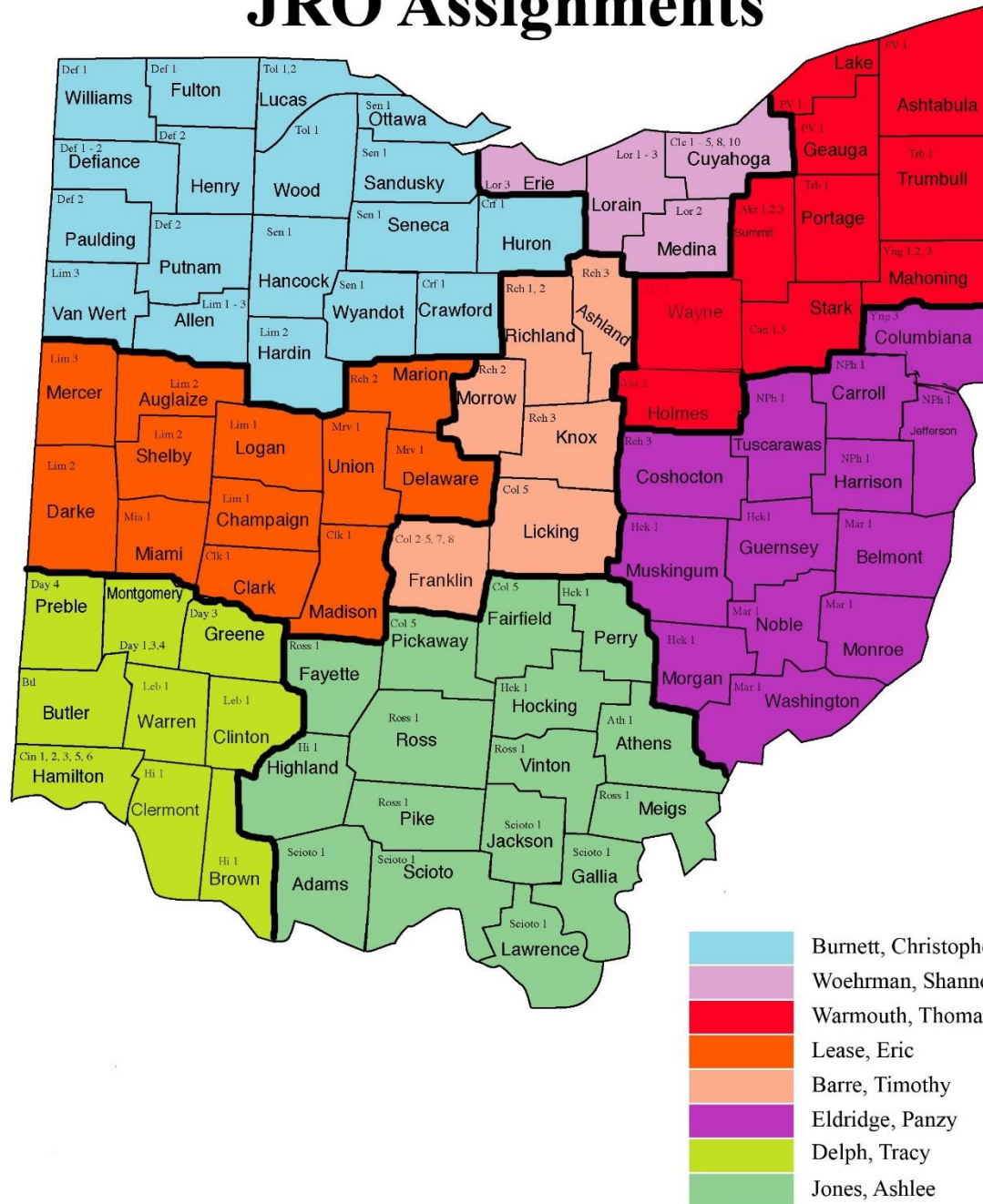
***Clayton W. Foor***

*is issued a Certificate of Qualification for Employment pursuant to section 2953.25 of the Ohio Revised Code by the Ohio Department of Rehabilitation and Correction under official order of the **Franklin** County Court of Common Pleas. The purpose of this certificate is to assist the named person in obtaining employment and to obtain a **JRO** license from the Ohio **Parole** Licensing Board.*

To ensure the authenticity of the certificate go to <http://www.drc.ohio.gov/web/cqe.htm>. However, the ODRC cannot warrant the continued validity of the certificate. Persons intending to rely on the certificate should first investigate the current criminal history of the named individual. If the named individual was convicted of any felony offense after receiving the certificate, the certificate should be presumed to be revoked.

Certificate #**12345**

# Adult Parole Authority JRO Assignments





# Contact information for the JRO's

<p>Thomas Warmouth Youngstown District APA Office 242 West Federal Street, Suite 402 Youngstown, Ohio 44503 <a href="mailto:Thomas.Warmouth@odrc.state.oh.us">Thomas.Warmouth@odrc.state.oh.us</a> (330)623-7027</p>	<p>Panzy Eldridge Youngstown District APA Office 242 West Federal Street, Suite 402 Youngstown, Ohio 44503 <a href="mailto:Panzy.Eldridge@odrc.state.oh.us">Panzy.Eldridge@odrc.state.oh.us</a> (330)289-9137</p>
<p>Timothy Barre Mansfield District APA Office 38 South Park Street Mansfield, OH 44902 <a href="mailto:Timothy.Barre@odrc.state.oh.us">Timothy.Barre@odrc.state.oh.us</a> (419)295-1476</p>	<p>Tracy Delph Hillsboro District APA Office 100 South High Street Hillsboro, Ohio 45133 <a href="mailto:Tracy.Delph@odrc.state.oh.us">Tracy.Delph@odrc.state.oh.us</a> (937)313-9771</p>
<p>Shannon Woehrman Elyria APA District Office 631 Griswold Road Elyria, Ohio 44035 <a href="mailto:Shannon.Woehrman@odrc.state.oh.us">Shannon.Woehrman@odrc.state.oh.us</a> (216)704-9200</p>	<p>Eric Lease Union County APA Office 18000 SR 4 North, Suite C Marysville, Ohio 43030 <a href="mailto:Eric.Lease@odrc.state.oh.us">Eric.Lease@odrc.state.oh.us</a> (937)313-1867</p>
<p>Chris Burnett Lima District APA Office 137 W. North St. Lima, Ohio 45801 <a href="mailto:Christopher.Burnett@odrc.state.oh.us">Christopher.Burnett@odrc.state.oh.us</a> (419)576-0013</p>	<p>Ashlee Jones Portsmouth APA 602 7<sup>th</sup> Street (Basement) Portsmouth, Ohio 45662 <a href="mailto:Ashlee.Jones@odrc.state.oh.us">Ashlee.Jones@odrc.state.oh.us</a> (740)357-6188</p>